



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Policy Adviser (Political) – Staff Employed at Post

Reports To

Counsellor

Group

Multilateral and Legal Affairs Group (MLG)

Date Updated

December 2018

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government's international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand's interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

Impact

- We achieve for New Zealand, everyday, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Post

The New Zealand Permanent Mission in New York represents the New Zealand Government to the highest standards of professional excellence in multilateral diplomacy and international development at the United Nations (UN). This is done through building and enhancing relationships with UN Member states and agencies of the United Nations to enable the government to fulfil its multilateral priorities and international obligations.

The Mission takes a distinctively New Zealand approach that reflects our country's culture diversity and heritage. Professionalism, leadership, respect, collaboration and creativity are core values to which the Mission aspires.

About the Position

The Policy Adviser (Political) is responsible for contributing to the advancement of New Zealand's foreign policy and development objectives by providing effective policy advice and support, particularly in relation to UN political issues. In particular the role will contribute to political issues at the UN General Assembly.

This position is a fixed term appointment for a two-year period.

Key Accountabilities

The position has the following key accountabilities:

Political

- Provide analysis and advice on political issues that emerge in the UN General Assembly, including representing New Zealand in negotiations on General Assembly resolutions.
- Contribute to New Zealand's engagement on UN working methods, including revitalisation of the General Assembly, and reform of the UN Security Council.
- Manage relationship and dialogue with high priority areas of the UN Secretariat.
- Monitor and report on international peace and security issues on the UN Security Council, including those related to nuclear proliferation.
- Work with the Military Adviser in pursuit of New Zealand's objectives in the special Committee on Peacekeeping Operations, and broader peacekeeping policy
- Deputise for senior staff and managers, as required

General

- Monitor and report on key contextual developments and emerging issues relevant to New Zealand priorities
- Provide early notice to Wellington of key meetings, with advice on areas of potential interest for New Zealand
- Contribute to New Zealand policy development / advice and operational planning, as required

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant staff
- General duties in support of the Mission

Organisational Responsibilities

- Understand the strategic context in which the Post operates, including understanding the priorities and perspectives of the New Zealand Government, Ministers, Partner agencies and external stakeholders.
- Ensure Post policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.
- Be a member of the recruitment panel for Mission interns and support their development

Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Posts internal systems, sharing information and data with relevant staff.

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

Qualifications, Skills, knowledge & experience

You must have the following qualifications, skills and experience:

- Tertiary qualification and two years of relevant work experience in a policy role
- Proven skills in written and oral communication including the ability to effectively present NZ positions and negotiate for desired outcomes
- Demonstrated ability to work autonomously within guidelines, with sound judgement and a keen sense of political sensitivity and acumen
- Comfort working with ambiguity, uncertainty and 'grey areas' that require flexibility, accommodation and out of the box thinking
- Proven ability to operate in a fast-paced and busy environment, adapt to changing situations, balance priorities and work to tight deadlines
- Demonstrated ability to work cooperatively as part of a team with a positive and can-do attitude
- Ability to anticipate issues and problems and think of creative solutions
- Capacity for effective and quick decision making and problem solving, initiative and excellent organisational skills
- Demonstrated research and analytical skills
- Able to maintain the highest standards of accuracy, discretion and tact
- High level of computer literacy, with strong skills in the Microsoft Office Suite
- Displays personal integrity and an honest and ethical approach
- Knowledge of New Zealand society and culture and sense of New Zealand identity

Relationships

The position is required to build and maintain the following relationships:

Internal (within Post and MFAT)

- Permanent Representative
- Deputy Permanent Representative

- Counselor
- MILAD
- Other staff at Post
- Staff in Ministry Policy Divisions

External (outside Post)

- United Nations Secretariat
- Colleagues in other diplomatic Missions
- Officials in other NZ Government Agencies
- Think tank and NGO Representatives

Mandatory Role Requirements

- Ability to obtain and maintain appropriate security clearance
- Must be a New Zealand citizen
- Be able to obtain and maintain a New Zealand Government Security clearance